

The City of Troy is seeking applications for the position of:

Commissioner of General Services

The pay grade and salary range for this position is: \$85,000.00

This position exercises broad administrative and professional responsibilities in planning and directing the operations of the Bureau of Engineering, Bureau of Traffic Control, Bureau of Streets, Bureau of Sanitation, Bureau of Parks and Recreation, Bureau of Facilities, Bureau of Code Enforcement and the Central Garage. The Commissioner is responsible for determining major departmental policies, for planning long term programs and for making difficult technical decisions and is vested with the authority to appoint, discipline, and remove department employees, with the approval of the Mayor. Advises the Mayor in collective bargaining negotiations with unions representing employees of these bureaus. Through bureau heads, direction is given to a large staff of professional, technical, skilled and unskilled workers and clerical employees. Work is performed under general direction of the Mayor.

EXAMPLES OF WORK: (Illustrative Only)

- Formulates policy and broad program outlines for operations of each department and as required, prepares reports on policies, programs and operations;
- Develops policies, procedures and programs for the effective administration and operation of the departments under their leadership;
- Directs staff in design and in preparation of contracts and in the supervision of construction of Capital Projects approved by the City and monitors the work of consultants;
- Directs the letting of contracts and various bids received to make recommendations to the approving entity;
- Directs and oversees the planning, design, maintenance and construction of all engineering projects for the City;
- Directs and oversees the management of entertainment and recreational activities carried on by the city;
- Directs and oversees the supervising, managing, constructing, improving, and maintaining all City recreational facilities and cemeteries;
- Directs and oversees the enforcement of any building code, housing code, zoning ordinance, plumbing code or electrical code;
- Directs and oversees the design, construction, and repair and establishes a maintenance plan for all City roads and bridges;
- Directs and oversees the design, construction, operation and maintenance of City owned buildings and other structures and facilities under the responsibility of Public Works;
- Consults with officials of New York State and local municipalities on matters pertaining to Public Works;
- Consults with other City department heads and officials on major problems of maintenance, operation and expansion of facilities and buildings;
- Directs the preparation of the annual budgets for the departments and directs the administration of the budgets;
- Directs the administration of the capital and non-recurring construction budgets;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- Assists in disciplinary actions regarding bureau employees;
- Advises the Mayor regarding collective bargaining matters and participates in negotiations as requested by the Mayor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of administrative techniques and practices, and of the relationships between contractors, public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, and of personnel administrative control; good knowledge of general engineering principles and practices with reference to highway construction, reconstruction and repair, building design and construction, maintenance and repair; good knowledge of principles of supervision, coaching, counseling, training, and performance evaluations; good knowledge of organization, function, and authority of various City departments and agencies; ability to plan, layout and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel; ability to think analytically in

the solution of administrative, engineering and enforcement problems and to make and hold to decisions resulting therefrom; ability to meet, speak and deal effectively with public officials, professional personnel and the general public; ability to get along well with others; ability to use computer applications such as spreadsheets, word processor, email and database software; ability to provide administrative and professional leadership to staff; ability to analyze and evaluate current operations and provide alternatives where necessary to provide new customer services methods, procedures and techniques; initiative, resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of a bachelor's degree from an accredited or New York State registered four-year college or university in management, logistics or a closely related field and five (5) years of increasingly responsible experience in public works administration or an equivalent field.

SPECIAL REQUIREMENTS FOR ACCEPTANCE AND MAINTENANCE OF APPOINTMENT:

Incumbent must possess at time of appointment and maintain a valid **New York State Driver's License** for entire term of employment.

Note: Pending jurisdictional classification, the candidate may be required to take, pass and be reachable on an exam administered by NYS Dept of Civil Service.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Rensselaer County residency is a requirement. City of Troy residency is preferred.

Please forward applications by OCTOBER 14, 2016 to:

Personnel Office, City of Troy, 433 River St, Troy, NY 12180;

OR email to employmentopportunities@troyny.gov;

OR fax to 518-268-1686